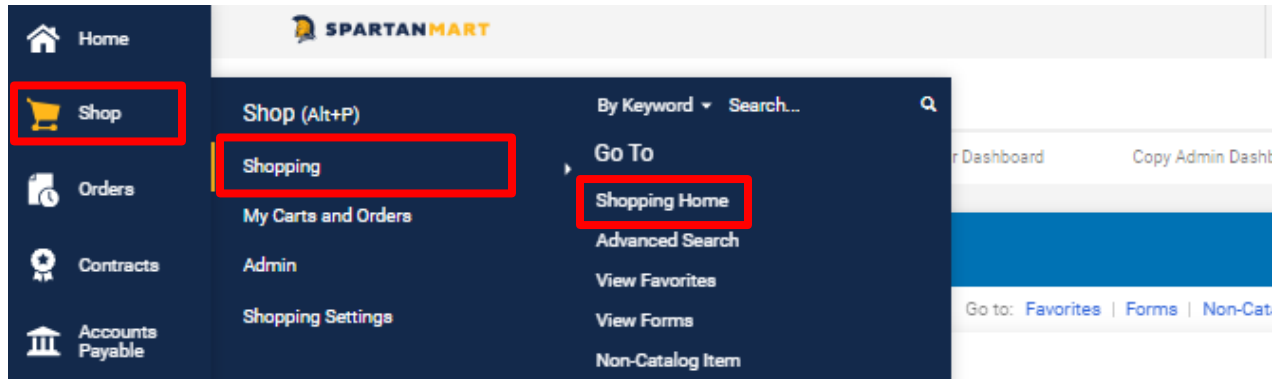
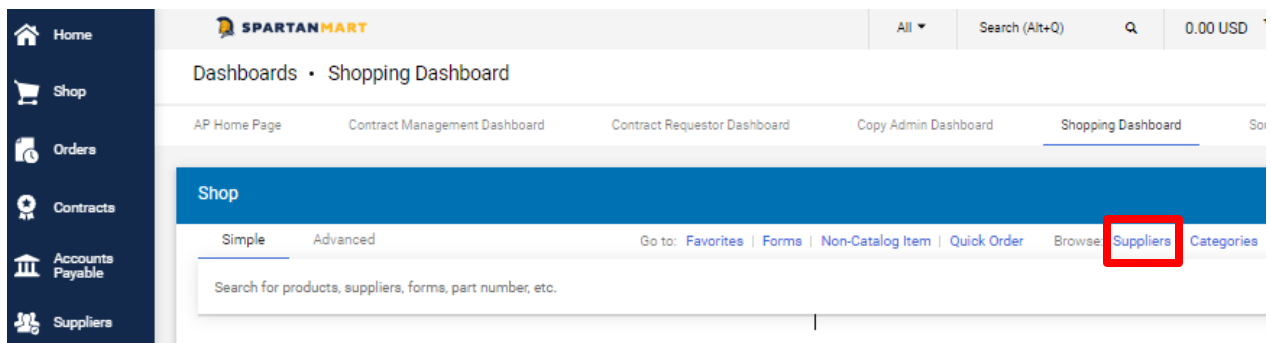


Browse Suppliers

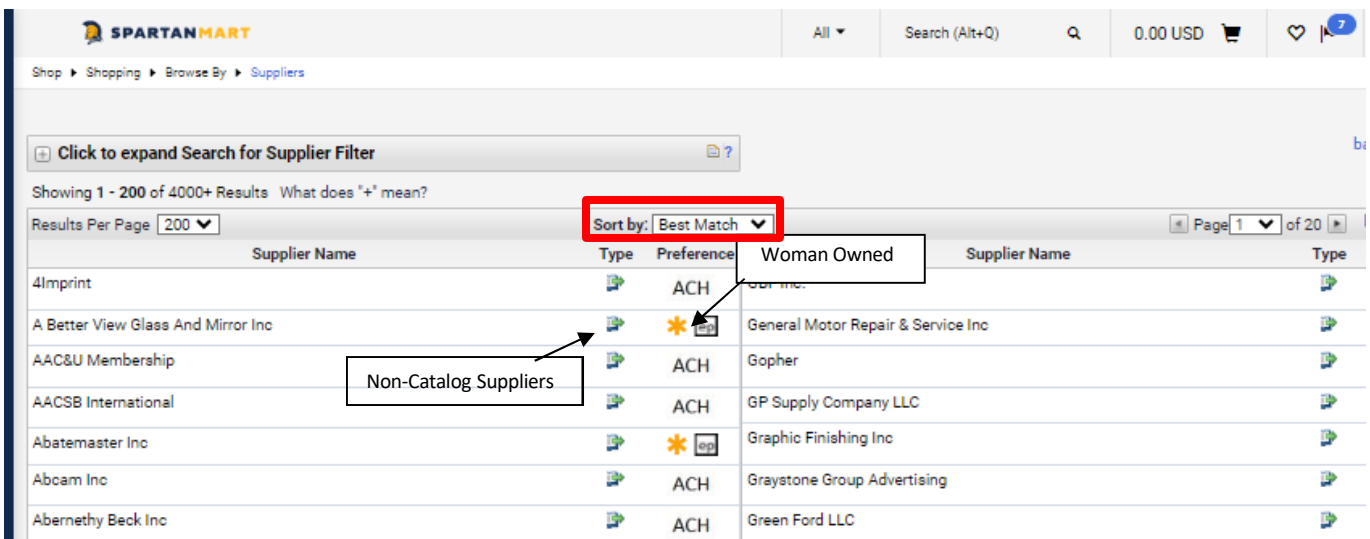
1. Go to Shopping Dashboard



2. Click the **suppliers** link next to **Browse**.



3. The suppliers are automatically sorted by **Best Match** but you can sort alphabetically.

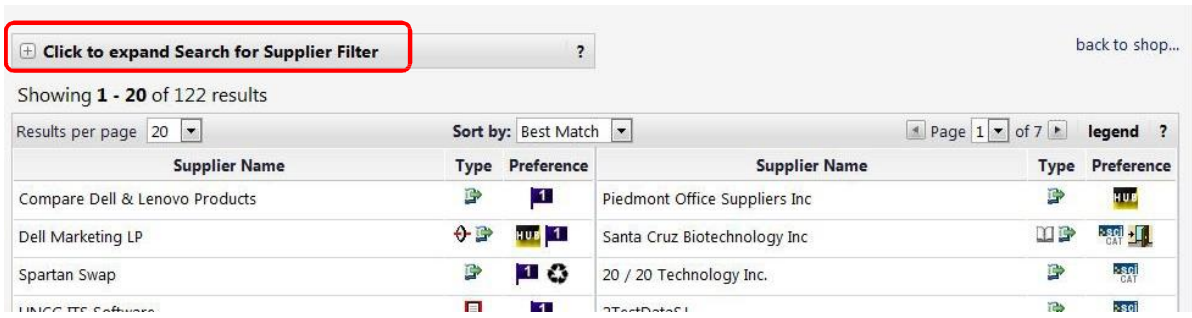


- a. Notice the icons listed next to each supplier. If you hover over the icon, a pop-up will identify what each icon stands for.

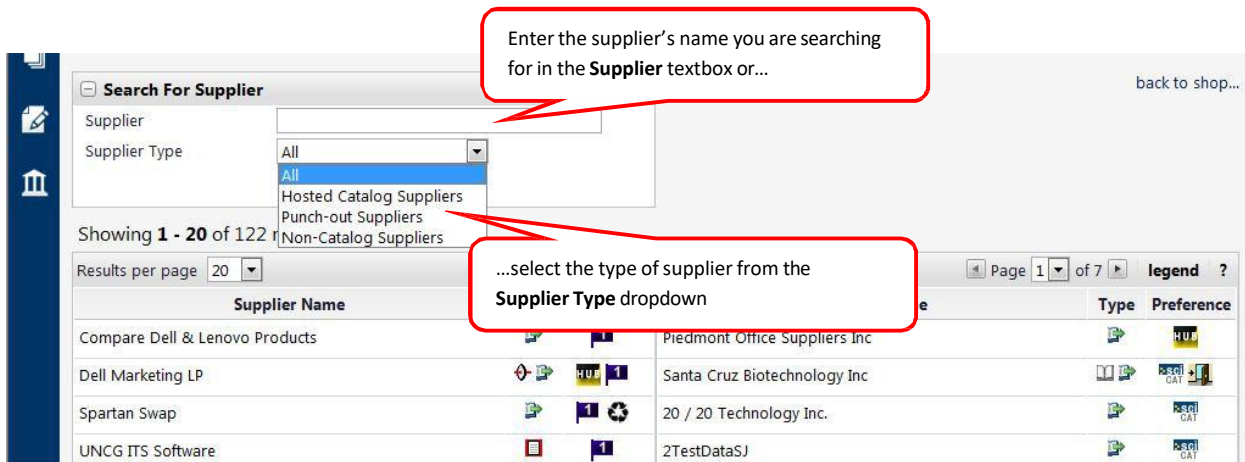
Example: A Better View Glass & Mirror Inc is a **non-catalog supplier** that is **Woman Owned**.

You can use filters to find a supplier.

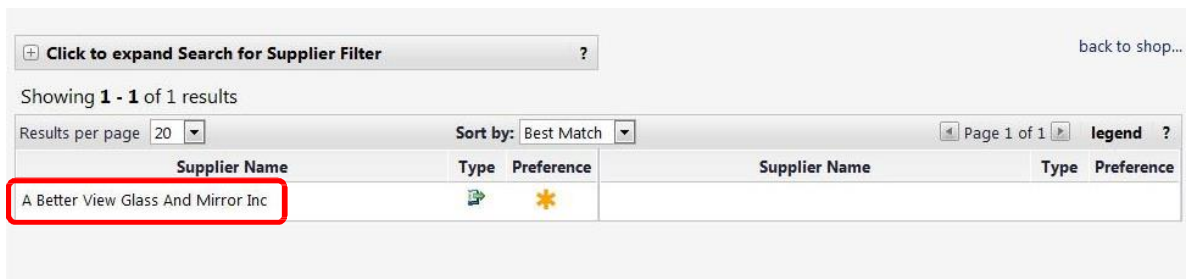
4. Click to expand Search for Supplier Filter.



5. You can now search for a supplier by using the supplier name (enter the supplier's name in the **Supplier** textbox) or the supplier type (select whether the supplier is a Hosted Catalog, Punch-out or Non-Catalog Supplier from the **Supplier Type** dropdown).



6. Once you found the supplier you are looking for, click the supplier's name.



The Supplier Info is displayed with the information for that specific supplier. If there are any contracts for the supplier, it will be listed under the **Contracts** tab.

The screenshot shows a web browser window with the URL `solutions.sciquest.com/apps/Router/SupplierPopupSupplier360?SupNum=13468006&tmstmp=1706125012169`. The page title is "A Better View Glass And Mirror Inc" and the "Contracts" tab is selected. The "Supplier Details" section shows the following information:

In Network	A Better View Glass And Mirror Inc
Active	Legal Name: A Better View Glass And Mi...
Non-Catalog	DBA: A Better View Glass And Mi...
	Aliases: -
	Supplier No.: 950050834
	3rd Party Ref No.: -
	Date of Last Order: 12/2/2021
	Diversity: -
	Registration Status: None

Business Description: There is no business description available for this supplier.

The "Internal Notes" section contains the message: "There are no Internal Notes to display."

The "Supplier Spend: Requisition (YTD)" section contains the message: "There is no Spend Data to display."

The "RSS Feed" section contains the message: "No RSS feed is configured."

The "Products and Services" section displays a table of suppliers:

Allied Van Lines Inc	ACH	Holiday Tours Inc	ACH
American 3B Scientific	ACH	Home Depot Pro, The	ACH
American Association of Colleges of Nursing	ACH	Home Paramount Pest Control Companies Inc	ACH

We will begin to have Supplier Performance Snapshots listed here as Supplier Performance is analyzed.

The screenshot shows a "Performance Snapshot" section with a message: "This supplier has not been included on a scorecard."